



revised 10/25/2012

The Anderson Township Park District (ATPD) maintains records that are created by, received by, and come under the jurisdiction of the Anderson Township Park District. These records document the ATPD "organization", functions, policies, decisions, procedures, operations or other activities". All records are public unless otherwise exempt from disclosure under the Ohio Revised Code, Section 149.43(A)(1).

A records management program is in place as required by the Ohio Revised Code, Section 149.34, and includes a Schedule of Records Retention and Disposition (RC-2) for each record maintained. Each record is evaluated for its legal, administrative, fiscal, or historical value. The results for the evaluation determine the length of time each record is stored and its disposition. The Hamilton County Records Commission, the Ohio Historical Society, and the Ohio Auditor of State's office have approved the Schedule of Records Retention and Disposition created and utilized by the ATPD.

Records maintained by the ATPD will be made promptly available for inspection; copies of records will be made available within a reasonable period of time.

Records can be inspected and requests for records can be made during regular business hours at Juilfs Park Headquarters, located at 8249 Clough Pike.

Monday – Friday, 8:30 am until 5:00 pm

Records requests may be made in person, by mail, by email, or by fax.

REQUESTS MADE BY MAIL SHOULD BE DIRECTED TO: **ANDERSON TOWNSHIP PARK DISTRICT
8249 Clough Pike
Cincinnati, OH 45244**

REQUESTS MADE BY FAX SHOULD BE DIRECTED TO: **(513) 388-2494**

REQUESTS MADE BY EMAIL SHOULD BE DIRECTED TO: Info@andersonparks.com

REQUESTS FOR INSPECTION AND/OR COPIES OF PERSONNEL RECORDS WILL BE DIRECTED TO THE ATPD'S PERSONNEL DEPARTMENT DURING REGULAR BUSINESS HOURS.

The office is closed for inspection of public records on weekends and all nationally recognized holidays.

THE FOLLOWING FEES APPLY FOR REPRODUCTIONS ON PAPER

15 cents per page

****Prepayment is required for requests of 100 pages or more. Requestor will be notified of the total fees amount prior to the printing of the records.

THE FOLLOWING FEES APPLY FOR REPRODUCTION ON OTHER MEDIUMS.

(The ATPD will provide these items)

floppy diskette.....	\$1.00	audio cassette.....	\$1.00
compact disc.....	\$1.00	8x10 photo.....	\$.50
VHS tape.....	\$2.50	4x6 photo.....	\$.15

Payment must be made with cash only; personal checks and credit cards are not accepted.

The requestor must provide a self-addressed, stamped envelope if the records are to be mailed to the requestor.

If an outside professional or commercial reproduction service is utilized for photographs, video tapes, audio tapes, disks, etc., the requestor is responsible for payment to the vendor for the service.

The ATPD is under no obligations to create records or documents to meet a public records request.